

CITY FEE OWNED PROPERTY DIRECT SALE REQUEST FORM

PLEASE FORWARD YOUR SUBMITTAL TO:

**Property Management Department
Real Estate Division – City Fee Owned Property
900 Monroe Street, Suite 400
Fort Worth, Texas 76102**

Property Address: _____ Legal Description: _____

DIRECT SALE GUIDELINES

The City allows the sale of surplus property in the following instances:

- Land or real property interest originally acquired for streets, right-of-ways, or easements that the political subdivision chooses to exchange for other land to be used for streets, right-of-ways, easements, or other public purposes, including transactions partly for cash;
- Land that the political subdivision wants to have developed by contract with an independent foundation;
- A real property interest conveyed to a governmental entity that has the power of eminent domain;
- A municipality's land that is located in a reinvestment zone designated as provided by law and that the municipality desires to have developed under a project plan adopted by the municipality for the zone;
- A property interest owned by a defense base development authority established under Chapter 378, Local Government Code;
- Foundations and/or Governmental Entities.

The City also allows the sale of surplus property listed below to an abutting property owner:

- Narrow strips of land, or land that because of its shape, lack of access to public roads, or a small area that cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances;
- Streets or alleys, owned in fee or used by easement.

DIRECT SALE REQUEST INSTRUCTIONS

- The purchaser will be required to have the property surveyed by a licensed State Certified Surveyor at the purchaser's expense prior to an appraisal being ordered.
- The purchaser will be required to select an appraiser from the City approved appraiser list, and payment for the appraisal must be delivered to the Property Management Department Real Property Office, at which time the PMD staff will engage/order the selected appraiser.
- A signed copy of this Direct Sale Request Form must be returned with the request.
- Any expense incurred by the interested buyer will not be returned or reimbursed by the City of Fort Worth. Expenses including but not limited to: Appraisal, Survey, Title Closing Fees (if applicable), outstanding taxes or curative title expenses.

ALL REQUESTS MUST INCLUDE THE FOLLOWING:

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| • Copy of the Deed and/or Plat | • Title issues or concerns |
| • Letter of interest which includes the following information: | |
| • Reason for the interest in purchasing the property directly | • Current Appropriate Zoning Information |
| • Specific plans for development or how the property will be utilized | • Buyer's address and contact information |

Special Note: This request does not guarantee you the property. All requests are reviewed for appropriate qualification criteria and must be approved by City Council. Incomplete requests will not be considered. This process may take 3-4 months from receipt of all required documentation to complete.

_____ 1 st Interested Buyer's Signature	_____ Date	_____ Phone Number	_____ Email
_____ 2 nd Interested Buyer's Signature	_____ Date	_____ Phone Number	_____ Email

Printed Name as it should appear on the deed – If a business entity, please include documentation (i.e. Articles of Incorporation, Signatory Authority)

*Property Management Department – For CFW Use ONLY
NOTE: This form must be returned with the request*